



Official Use

Date/ Time Received:

## 2021 Small Business Relief Grant Application

*All information is required*

### Section 1 Applicant Information

Business Name:

2021 Municipality  2021 State

Business License #:  Business License #:

Contact Name:

Contact Mailing Address:  City:  State:  Zip:

Contact Phone Number:

Business Structure Type:

Include with this application a copy of the businesses:

2019 and 2020 Federal Tax Return

2021 State and Local Business License

### Section 2 Grant Determination Information

**Loss is calculated as the difference between a business's Gross Annual Revenue in 2020 (including any grant funds and forgiven portions of loans received in 2020 and/ or 2021 offered by Federal, State or Local government bodies in response to the coronavirus pandemic but not reported ) compared to 2019 Gross Income as reported on the business's annual tax return.**

#### I. 2020 Gross Annual Revenue Calculation:

List all grant funds and forgiven portions of loans offered by Federal, State or Local government bodies the business has received

Funding Assistance Type	Reported in 2020 Federal tax return?	Funding Assistance Type	Reported in 2020 Federal tax return?
1. AK CARES: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. SBA Debt Relief: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. 2020 MOS SBEG: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Other: Name: _____ Amount: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. 2020 MOS SNOW: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Other: Name: _____ Amount: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. EIDL Advancement: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Other: Name: _____ Amount: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Forgiven Portion of 1st round PPP: \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Total unreported Funding Assistance \$ \_\_\_\_\_ + 2020 reported gross income \$ \_\_\_\_\_ =

2020 Gross Annual Revenue \$ \_\_\_\_\_

#### II. 2020 Businesses Loss Calculation:

A. 2019 Business Gross Annual Income \$ \_\_\_\_\_ — 2020 Business Gross Annual Revenue \$ \_\_\_\_\_  
= \$ \_\_\_\_\_ (Loss Revenue)

B. (Loss Revenue from A. \$ \_\_\_\_\_ / 2019 Business Gross Annual Income \$ \_\_\_\_\_ ) X 100 =  
\_\_\_\_\_ % percentage of loss revenue

**Total 2020 Expenses are the total expenses reported on the businesses 2020 Federal tax return.**

III. Businesses 2020 expenses reported on 2020 federal tax returns: \$ \_\_\_\_\_

Please answer the following eligibility questions:

1. Is this business a C Corporation traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and owned in whole or majority-owned by such a publicly traded corporation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Is this business a national or international chain that owns and operates a premise in the Borough of Skagway (individually owned-and-operated local franchises are eligible)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does this business have a Borough lien or is in violation of a payment agreement with the Borough?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does this business have a Borough lien for unpaid sales taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Is this business currently in bankruptcy proceedings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Is the primary physical address of the business in the Borough of Skagway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Was this business licensed in Alaska and established when the public health disaster emergency declaration was issued by Governor Dunleavy on March 11, 2020?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Has this business received more than \$5,000 in industry-specific grant support from a Federal, State or Local source? (including but not limited to Shuttered Venue and Restaurant Revitalization, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. In 2020, did this business lose more than 20% of its Gross Annual Income compared to 2019?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Do you intend to remain in business in 2022?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Was this business's finances negatively impacted by the COVID-19 public health emergency and in need of financial assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**NOTICE**

- 1. Applying for a Skagway Small Business Emergency Grant DOES NOT GUARANTEE award of funding. All and any award will be based on funds available.
- 2. The Applicant agrees to defend and indemnify the Municipality of Skagway and the Skagway Development Corporation, its assembly members, employees, and representatives and the employees and board members of SDC from any and all claims of any kind and any nature arising from the application, processing of the application, decision on the application and as to any use of the funds by the Applicant, including as to any claims by any federal or state agency related to the use of the funds.
- 3. It is the sole responsibility of the Applicant to determine or to seek independent advice to determine the tax implications to the Applicant and its owners. The Municipality of Skagway is not providing any legal or tax advice to the Applicant.
- 4. I have had the opportunity to consult with legal counsel of my choice, if I wanted to so consult, before submitting this application.
- 5. An applicant denied funding may appeal in writing to the Skagway Borough Manager. The decision on the appeal will be made by the Skagway Borough Manager and the decision will be final. Any appeal must be filed by 5 p.m. the 10th calendar day after the day the applicant received notice from the Municipality of Skagway.

Please confirm your understanding of and agreement with the terms and conditions set out in Nos. 1-5 above by checking "Yes".  
 Yes     No

If you check 'no', your application will not be processed and you will not be eligible for a grant.

**CERTIFICATION**

By typing my name in the space below, I certify that all the information provided in this application is true and accurate. I agree to assist in verifying any information provided in this application and to provide additional information, if requested.

I have read and understand this application. I am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



## Program Outline

On September 2, 2021 the Borough of Skagway Assembly approved \$1.2 million of the granted NCL funds to offer a Small Business Emergency Grant Program to the impacted businesses of Skagway.

The program is open to all Skagway-based businesses that are not excluded by the various terms listed in the 'program eligibility exclusions' section.

Through this program, The Municipality of Skagway will offer eligible businesses the opportunity to apply for a non-competitive grant.

This program aims to support all Skagway-based businesses that have been drastically impacted by the ongoing coronavirus pandemic while prioritizing those that experienced the greatest loss and/or received minimal other coronavirus grant relief funds from Federal, State or Local sources.

The method for allocating the \$1.2 million across businesses will be based on each businesses annual lost revenues from 2019 to 2020 as reported on tax returns of the business applicants but also including any grants or forgiven portions of loans a business received in 2020 and/ or 2021, as well as based on the total 2020 expenses of the business as reported on tax returns.

To ensure all approved applicants receive an economically meaningful amount, minimum grant award to each eligible applicant will be no less than \$1,000 and maximum grant award to each eligible applicant will be no more than \$40,000.

New eligible business' who were licensed and established before March 11, 2020, and who's first year of operations was 2020, their loss will be determined as the overall average loss experienced by all applicants.

Existing eligible businesses who were bought / sold in 2019 but before March 11, 2020, and who's first year of operations under that newly acquired owners would have been after July 1, 2019 may elect to either a) use the 2018 or 2019 Gross Annual Revenue from the previous business's owner/s or b) utilize the overall average loss experienced by all applicants.

*The Municipality of Skagway reserves the right to amend any criteria or procedures of the program as may be required based on funding availability and/or new state or federal guidelines issued.*

## Program Eligibility Exclusions

1. C Corporation traded on a U.S. stock exchange or a corporate-equivalent entity traded on a foreign stock exchange, and owned in whole or majority-owned by such a publicly traded corporation.
2. National or international chains that own and operate a premise in the Borough of Skagway (individually owned-and-operated local franchises are eligible).
3. Business with a Borough lien or is in violation of a payment agreement with the Borough. A tax delinquency would not disqualify a business from the grant program unless the borough has initiated a lien on that debt. Businesses that have entered into a payment plan with the Borough and are adhering to that plan would be eligible for the grant, so long as the lien has been lifted.
4. Businesses currently in bankruptcy proceedings.
5. Business not licensed and established in Alaska when the public health disaster emergency declaration was issued by Governor Dunleavy on March 11, 2020.
6. Businesses that received industry specific grants from Federal, State, or Local government sources greater than \$5,000 (including but not limited to Restaurant Revitalization, Shuttered Venue, Coronavirus Economic Relief for Transportation Services, USDA Coronavirus Food Assistance Program for Agriculture, CARES Act Relief for Fishery, etc.
7. Businesses that loss less than 20% of Gross Annual Revenue in 2020 compared to 2019

( Program details continued on next page)

# Small Business Relief Grant Program FAQ Continued

## Additional Program Requirements

- A business must have been in existence as of March 11, 2020 to qualify.
- Businesses must have held a 2020 State and Local business license.
- Businesses must have experienced a 20% or greater loss in Gross Annual Income from 2019 to 2020\*
- \*2020 Gross Annual Income includes grant funds and forgiven portions of loans offered by Federal, State or Local government bodies in response to the coronavirus pandemic including the MOS's SBEG and SNOW grants, forgiven portion of a business' 2020 1st round PPP loan, any EIDL advancement funds, AK Care funding, etc.
- Businesses must have an up-to-date 2021 State and Municipal business license.
- The physical location of the business must be located in Skagway per the State of Alaska business license list as of August 20, 2021.
- The business owner(s) do not have to be a resident of the Borough of Skagway.
- Businesses sharing physical quarters may each apply and qualify for their own grant but each business must have its own 2021 MOS business license number.
- Eligible entities also include commercial fishermen, non-profits and not-for profit organizations.
- There must be one application per business applying with its own unique 2021 MOS business license number.
- Applicants will be required to check a box that states they intend to remain in business into 2022.
- Applicants are required to self-certify that they have been affected by the COVID-19 public health emergency and resulting economic impacts. The intent of the program is to assist communities and businesses that suffered economic harm from the public health emergency. Impacts could include, though are not limited to, loss of sales due to mandatory shutdown, inventory loss, additional operating expenses of reopening and protecting staff and customers (including funds already spent for those purposes) or debt incurred due to COVID-19.
- The applicant must certify that the information provided is true and accurate and that they agree to assist in the verification of information provided in the application and to provide additional information to SDC, if requested.

It is the intent of SDC, to the extent allowed by law, that the review work, business sensitive information, and the applications themselves, will remain confidential. The names of businesses that receive grants and the amount each receives will be considered a public record.

## Application Process

- The application period will be open for two (2) weeks following the allocation of funds to the program, approval of the program and the completed application.
- Businesses must submit all necessary documents for each business applying. Necessary documents include: completed application; the businesses 2019 and 2020 Federal tax return: schedule C (form 1040) or relatable form depending on business type; current State of Alaska Business License and Municipality of Skagway Business License.
- Once the application period has closed, The Skagway Development Corporation (SDC) will review each application submitted by the deadline to validate company identity and eligibility, and to assess the accuracy and completeness of information submitted for application approval. All applications will be subject to uniform standards of review that will be applied equally.
- The program manager will determine whether that application is complete and the business is eligible under the program. SDC will attempt to work with applicants to verify or correct information before denying any application.
- Once all applications have been reviewed, SDC will notify approved and non-approved applicants.
- An applicant denied may appeal to the Borough Manager (in writing). Any appeal must be filed in writing by 5 p.m. that 10th calendar day after the day the applicant received notice from SDC.
- Upon closure of the appeal process, SDC will apply a formula to all approved applicants that provides each approved applicant with an equitable, proportionate share of the funding.
- SDC will establish the grant-sizing formula based on number of applicants, business loss and total expenses in 2020 after the application period closes so that actual data from the known pool of eligible applicants is considered in establishing the formula.

## Awarding Funds

Businesses that are approved for funding must submit a w-9 and signed grant agreement to SDC before funds can be dispersed.

Once all signed documents are received, an applicants check will be mailed to the address provided on the application.